

HOW TO OBTAIN WATER SERVICE TO A PROPERTY

- 1) Obtain a tap permit from the Village that will cover the proper fees.
 - a. Consult the Division of Water at (614)837-5623 for proper line sizing.
 - b. Consult the Building Department at (614) 837-7493 for the correct fees on the proposed line size.
- 2) Have a contractor install water service connection and line per Canal Winchester Standard Drawing #W-06A-01 and using the following materials:
 - a. The tapping saddle shall be double bolt stainless steel style 306 as manufactured by Romac or equal.
 - b. The corporation stop and the curb stop shall be an approved AWWA model such as Mueller, Ford and other acceptable brands.
 - c. The service line shall be HDPE ASTM D-2239, or D-2737 and D-1 248 AWWA C-901 DR-9 poly tubing.
 - d. The curb stop will have an Arch pattern style curb box with a stationary rod and a lid.
 - e. Use service line stiffeners at all connection points.
- 3) Install meter settings with an isolation valve before the meter where the service line enters the home and an additional isolation valve after the meter to assist in future meter replacements. The meter shall be installed horizontally and shall not be placed in a crawl space or other area deemed inaccessible
- 4) If your property has a private well you must install a Reduced Pressure Backflow Preventer (RPZ) and an additional isolation valve immediately after the meter.
 - a. All of the outside faucets may remain on your well to be utilized for washing cars, watering plants and other outside uses. Any connections to your well must be separated from the village service line. Typically people separate the plumbing so that the village water serves all of the fixtures inside the home and the well services the fixtures for the outside fixtures.
 - b. The RPZ must be installed and tested by a licensed backflow installer and tested yearly thereafter.
- 5) After the installations of the above items have taken place the village must inspect the following connections:
 - a. The tap at the main.
 - b. The connection at the corporation stop
 - c. The connection at the curb stop.
 - d. The valve where the service line enters the home. The village will pressure test up to this valve from the main corporation stop through the curb stop to check for leakage at all connection points.
 - e. The meter setting and backflow setting. After the meter setting is approved the village will install a remote radio read unit on the side of the house and turn water service on to this property.

- 6) Once the improvements have been inspected and accepted by the Village, the Village accepts liability for the water service from the water main up to and including the curb stop and box as well as the meter and the remote radio unit following a one year long performance guarantee by the installation contractor. The service line from the curb stop up to the house and the valves inside the home and backflow preventer become the property owner's responsibility. The village will check yearly to make sure that the RPZ has been tested and must be provided all backflow test reports from the initial set up and the yearly inspections.

Should you have any questions concerning these procedures feel free to contact the Division of Water at (614) 837-5623.